



STANDARDS OF APPRENTICESHIP
adopted by

SEATTLE AREA ROOFERS APPRENTICESHIP COMMITTEE

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
ROOFER		866.381-010	4900 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

JULY 17, 1970
Initial Approval

OCTOBER 22, 2004
Committee Amended

JANUARY 21, 2005
Standards Amended (review)

JULY 18, 2003
Standards Amended (administrative)

By: LAWRENCE CROW
Chair of Council

By: PATRICK WOODS
Secretary of Council

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The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

The following standards of apprenticeship, Seattle Area Roofers, with supplements pertaining to the necessary work experience of the trade and a progressive wage scale will, when approved by and registered with the Washington State Apprenticeship and Training Council, govern the training of apprentices in this industry.

These Standards have been developed by members of the Employers Association and by members of the Roofers Union, assisted by the Washington State Apprenticeship and Training Council.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may

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use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

The area covered by these Standards shall be all of Clallam, Island, Jefferson, King, Kitsap, Mason, San Juan, Skagit, Snohomish, and Whatcom counties with headquarters in Seattle, Washington.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

Age: **They shall be at least 18 years of age at time of application and provide acceptable picture identification showing birth date.**

Education: **N/A**

Physical: **They shall be physically capable of performing the work of the trade.**

Testing: **N/A**

Other: **1. Applicants must have sufficient English comprehension to complete the application for apprenticeship without assistance and to comprehend and use roofing related safety information.**

2. They shall present at time of application documentation to meet I-9 requirements

3. Dependable transportation is mandatory to and from job sites anywhere within the geographic area that this apprenticeship program covers.

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take

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positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

- 1. Applications will be available to anyone who is interested subject to restrictions accepted by the Council**
- 2. All application blanks will be serially numbered so that they can be accounted for.**
- 3. Applications will be available only through the Seattle Area Roofers Joint Apprenticeship Office located at 2800 First Avenue, Room 320, Seattle, Washington.**
- 4. There will be a "Record of Apprentice Applicants" on which each line carries a number corresponding to the serial number of an application. Columns will be provided to show the applicant's printed name and the progress, by dates, and final disposition.**
- 5. Applicants must fill out the application completely and legibly, providing acceptable picture identification before any application will be considered. Upon receipt of the applicants properly filled out application, the applicant will be placed on a waiting list with other applicants. Applicants must maintain their name on the waiting list by checking in each month and stating that they are available for work. Failure to do so will result in the applicant being removed from the pool of eligible applicants.**
- 6. Applicants who wish to be evaluated by the Committee for advanced standing will furnish a written work history of previous experience in the roofing industry at time of application. Applicants requesting advanced standing may be assigned a tentative percentage rate for evaluation purposes.**
- 7. Applications for apprenticeship shall be considered for two (2) years from date of application. Applications older than two (2) years will not be considered.**
- 8. The applicant will submit to drug testing if it is a condition of employment and must pass with a negative finding or the applicant will be removed from the pool of eligible applicants. Applicants failing a pre-employment drug test must wait 90 days to reapply for apprenticeship to the Seattle Area Roofers Apprenticeship Program.**

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- 9. After the applicant has met the minimum qualifications they will be notified of the next Seattle Area Roofers orientation class. Applicants must attend an orientation prior to apprentice registration. Once the applicant attends and successfully completes an orientation class, they will be eligible for assignment to an approved training agent.**
- 10. An applicant's employer shall be notified of his/her selection, effective date of registration and percentage rate and shall be provided a copy of the Apprenticeship Agreement after being registered with the Washington State Apprenticeship and Training Council.**
- 11. Applicants may be registered year round, but will be accepted into related supplemental instruction only at the commencement of class each new school year.**
- 12. Applicants who fail to comply with the selection procedures or who refuse employment may be denied acceptance into the Apprenticeship Program.**
- 13. Alternative Selection Method (EXEMPTIONS):**
 - a. (Direct Entry) An employee of a non-signatory employer not qualifying as a journeyman when the employer becomes signatory shall be evaluated by the JATC using constant standard non-discriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training.**
 - b. (Direct Entry) An individual who signs an authorization card during an organizing effort wherein 50 percent or more of the employees have signed the authorization cards, whether or not the employer becomes signatory, and is an employee of a non-signatory employer, and does not qualify as a journeyman, shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means, and registered at the appropriate period of apprenticeship based on previous work experience and related training. Provided:**
 - (1) The applicant is at least 18 and provides acceptable picture ID as proof.**
 - (2) The applicant can present documentation to meet I-9 requirements.**
 - (3) The applicant has sufficient English comprehension to complete apprenticeship application without assistance and can comprehend and use roofing related safety information.**
 - (4) The applicant must be employed by an Approved Training Agent of the Seattle Area Roofers Apprenticeship program at time of apprenticeship registration.**

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- (5) Applicant will submit to drug testing, if it is a condition of employment and must pass with negative findings. Positive findings will result in the denial of entry by this method.**

14. Alternative Selection Method: Transfers.

(Direct Entry) Individuals relocating from other state or ATELS approved apprenticeship programs may receive direct entry into apprenticeship registration provided they meet all other minimum qualifications.

15. Alternative Selection Method: New Approved Training Agents:

(Direct Entry) When an employer is added as an Approved Training Agent for the Seattle Area Roofers Apprenticeship program, their non-journey level employees shall receive direct entry into an apprenticeship as soon as they meet the minimum qualifications. These individuals shall be evaluated by the committee and placed at the proper step of apprenticeship in a non-discriminatory manner.

B. Equal Employment Opportunity Plan:

- 1. Grant credit for previous trade experience or trade-related courses for all applicants equally.**
- 2. The committee may select from the list of qualified applicants for apprenticeship, in other than order of ranking, so as to reach women (minority and non-minority).**
- 3. Engage in any other such action as stated above to ensure that recruitment, selection, employment and training of apprentices during apprenticeship shall be without discrimination because of race, color, religion, national origin or sex.**

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

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The term of apprenticeship shall be not less than 4900 hours of reasonably continuous employment. The Committee reserves the right to rotate apprentices amongst participating employers to ensure a well rounded apprentice.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

All apprentices employed in accordance with these Standards shall be subject to a probationary period not exceeding the first 980 hours of employment.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

Employers who employ two journey-level workers may employ one apprentice and for each additional two journey-level workers employed, they may employ an additional apprentice per job site.

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VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 0820 hours	60%
2	0821 - 1630 hours	67%
3	1631 - 2450 hours	74%
4	2451 - 3270 hours	81%
5	3271 - 4080 hours	88%
6	4081 - 4899 hours	95%
	4900 hours	100%

Apprentices with previous experience may be granted work hour and/or class credit and placed in the appropriate wage bracket by the Committee. Wage increases will not automatically be granted. All pertinent information regarding the Apprentice's training may be considered by the Committee prior to upgrading. This may include but will not be limited to classroom attendance, work attendance, progress reports, attitude, test scores, instructor and employer evaluations, on-the-job training progress and supplemental training. The Apprenticeship Committee reserves the right to freeze an Apprentice at his/her last wage percentage rate attained if the Apprentice's progress is not satisfactory.

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

A. <u>Roofer</u>	<u>Approximate Hours</u>
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During apprenticeship, the roofer/waterproofer apprentice shall receive such instruction and experience in all branches of the roofing/waterproofing trade including the preparation of material for installation, as are necessary to develop a practical and skilled tradesman versed in the theory and practice of the trade. The apprentice shall also perform such duties in the shop and on the job as are commonly related to a roofer/waterproofer apprentice. Apprentices shall also be trained in the use of new equipment, materials and processes as they come into use in the geographical area.

The major work processes in which apprentices will be trained (although not necessarily in the order listed below) and the total hours (not necessarily continuous) to be spent are as follows:

- | | |
|--|------|
| 1. Shop work, handling and preparing of materials and preparation of substrate to receive roofing/waterproofing membrane | 2000 |
| 2. Application of roofing/waterproofing membrane to prepared substrate..... | 2000 |
| 3. Maintenance and repair of existing roofing/waterproofing membrane. | 900 |

TOTAL HOURS:	<u>4900</u>
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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- (X) Supervised field trips
- () Approved training seminars
- (X) A combination of home study and approved correspondence courses
- (X) State Community/Technical college
- () Private Technical/Vocational college
- (X) Training trust
- (X) Other (specify): **Correspondence Course shall be equivalent to minimum of 144 hours**

144 Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

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- A. Upon registration, applicants shall be required to pay all registration and book fees. Each succeeding year apprentices will be required to pay registration and book fees prior to commencement of class until graduation.**
- B. Enrollment in apprenticeship classes for all apprentices registered after the first class will be deferred until the next school year.**
- C. All parties participating under the Apprenticeship Standards agree to abide by any such determination of the Apprenticeship and Training Council.**
- D. The Apprenticeship Committee recommends that the courses for the apprentice shall be limited to those who are actually apprentices to the trade in accordance with these Standards.**
- E. Adequate safety training will be given in the related classes so that each apprentice will be fully informed on safety practices. All apprentices must have a valid first aid/CPR card and Fall Protection/Competent Person Training before they can be promoted.**
- F. Periodic Evaluation:**

The Apprenticeship Committee will evaluate the progress of each apprentice after every 820 hours of employment or sooner. All parties participating under the Standards may be asked for a report on each apprentice.
- G. Supervised field trips are mandatory and are in addition to the required related/supplemental instruction.**
- H. Apprentice at time of registration will be provided with trade related safety instruction and/or trade related safety material.**

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the

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right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

1. Work Progress Reports:

- a. Apprentices must submit monthly progress reports of work experience performed each month as directed.**
- b. Progress reports must be submitted to the Instructor or the Apprenticeship office no later than the 15th of the following month. Failure to submit progress reports by the 15th of the following month may result in disciplinary action by the Committee.**

2. Class Attendance:

- a. Attendance shall be temporarily excused for sickness or injury requiring doctor's care, for out-of-town work for a participating employer, for working late for a participating employer or other reasons accepted by the Committee.**
- b. Excuses for medical reasons must be on doctor's stationary, signed and dated. Excuses for out-of-town work or for working late must be signed by the employer and note the date missed or late. Excuses for other than medical or work related reasons must be submitted by the apprentice in writing.**
- c. Submitting an excuse is the sole responsibility of the apprentice. Failure of a third party to submit an excuse on behalf of an apprentice shall not relieve the apprentice of responsibility.**
- d. Any unexcused absence from class may result in disciplinary action.**
- e. If an apprentice fails to attend a minimum of 144 hours of related supplemental instruction in any year due to excused absences that**

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apprentice may be required by the Committee to retake that year's related supplemental instruction or any part thereof.

3. Disciplinary Action:

- a. Disciplinary action shall be taken when an apprentice engages in conduct or demonstrates behavior, which is inconsistent with or contrary to the List of Rules and Policy Statement or ordinary, reasonable, common sense rules of conduct necessary to the welfare and continued successful operation of the Seattle Area Roofers Apprenticeship Program.
- b. Reasons for disciplinary action shall consist of but not be limited to any of the following as pertaining to work; related supplemental training; other training; while serving as an employee or representative of the Program or of a participating employer;

Dishonest or fraudulent acts

Safety violations

Not reporting accidents

Consumption of, or being under the influence of alcohol, narcotics, intoxicants or other controlled substances

Insubordination

Lateness or absence from work or class

Misuse, damaging or destroying property

Smoking in restricted areas

Unsatisfactory work performance

Horseplay, fighting, abusive language

Discrimination

Violation of State or Federal Law

4. Safety Violations:

- a. Any apprentices named in a safety violation notice filed with this program will receive a copy of that violation notice to their last known address.
- b. If in the probationary period the apprentice may be canceled or receive other disciplinary action for one or more violations.
- c. Apprentices who have completed their probationary period may be cited before the Committee for disciplinary action after receiving a safety violation citation.

5. Suspension Classification:

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After completion of the stated probationary period, an apprentice may request to be placed in the "Suspension Classification" on the following basis: (1) Request is made for placement in such classification by the apprentice in writing, (2) The suspension be available for a maximum time of one year, however, the Committee may extend such period of time on the basis of extraordinary circumstances, (3) An apprentice in the Suspension Classification must present a written request for return to active status, or the Apprenticeship Agreement will be canceled immediately.

6. Other:

Apprentices canceled for violation of the apprenticeship standards and who wish to reapply will have their applications submitted to the Committee for consideration. Anyone denied may not reapply for one year. Anyone re-registered shall be required to repay any registration fees paid by the program during any prior registration.

7. Apprentices who refuse employment may be canceled or receive other disciplinary action.

8. Disciplinary Procedures:

- a. If an apprentices' progress is not satisfactory or the apprentice is in violation of the Apprenticeship Standards, disciplinary action may be taken.
- b. Disciplinary action shall consist of withholding of the periodic wage advancement, suspension or cancellation of the Apprenticeship Agreement, assessment of additional work hours prior to upgrading, reduction in percentage of not more than ten percent, probation or other action not in violation of the Washington State Apprenticeship Act (RCW 49.04) or the Federal Labor Standards Act (29 CFR 29).

B. Local Apprenticeship Committee Policies

SEATTLE AREA ROOFERS APPRENTICESHIP PROGRAM LIST OF RULES & POLICY STATEMENT

The Seattle Area Roofers Apprenticeship Program is managed according to the Standards of Apprenticeship as submitted to and approved by the Washington State Apprenticeship and Training Council. A joint labor/management Apprenticeship Committee administers and runs The Program.

Following, you will find a partial list of the rules of this program. Consult the Standards of Apprenticeship for a complete list of operating rules and procedures. These standards govern the training of roofing apprentices.

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A copy of the Standards of Apprenticeship is available in this office when you wish to see them. You will receive a personal copy of the Standards of Apprenticeship after you become an apprentice. The apprenticeship office staff will gladly answer your apprenticeship questions. You should submit complaints in writing to the Apprenticeship Committee.

1. ELIGIBILITY:

You must maintain your name on the waiting list by checking in each month and stating that you are available for work. Failure to maintain your name on the waiting list will void your application. Refusing employment as an apprentice may cause your application to become void.

2. CLASS ATTENDANCE:

Once you become an apprentice we will require that you pay a registration and book fee. You must pay these fees on or before their due date. We will require that you attend classes and related training as directed by the Apprenticeship Committee.

It will be your responsibility to be on time for class and sign the attendance sheet to receive credit for class attendance. Apprentices will not attend class while under the influence of drugs or alcohol.

You must submit a doctor's excuse within fourteen days of any absence caused by medical reasons. You must submit an employer's excuse within fourteen days of any absence caused by any requirement that you work late or that you work out of town. You will be held responsible for the submission of any excuses, not your doctor or your employer. The Apprenticeship Committee may deny any excuse you submit late.

As an apprentice you will conduct yourself in a way that is consistent with ordinary, reasonable, common sense rules of conduct. You agree that if you do not attend classes as directed the Apprenticeship Committee may cancel your apprenticeship agreement or assess any other disciplinary action as allowed in the Standards of Apprenticeship.

3. PROGRESS REPORTS:

We will require that you complete and turn in progress reports as directed. You agree that if you do not submit progress reports as directed the Apprenticeship Committee may cancel your apprenticeship agreement or assess any other disciplinary action as allowed in the Standards of Apprenticeship.

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4. WAGE INCREASES:

As an apprentice, your permanent file will be subject to review by the Committee before each wage advancement decision. We will ask that your employer and your instructor evaluate your progress before each wage advancement decision.

We will not automatically grant wage increases to you. The Apprenticeship Committee decides whether you will receive a raise. All pertinent information regarding the Apprentice's training may be considered by the Committee prior to upgrading. This may include but will not be limited to classroom attendance, work attendance, progress reports, attitude, test scores, instructor and employer evaluations, on-the-job training progress and supplemental training.

The Apprenticeship Committee reserves the right to FREEZE your rate or REDUCE your rate if your progress is not satisfactory.

5. OTHER:

Each apprentice must have a valid First Aid/CPR card and Fall Protection Competent Person Training before we promote them. Each apprentice must have a valid First Aid/CPR card and Fall Protection Competent Person Training at time of graduation.

Apprentices canceled for violation of the Apprenticeship Standards and who wish to reapply will have their applications submitted to the Committee for consideration. Anyone denied may not reapply for one year.

If you refuse employment when we offer it the Apprenticeship Committee may cancel your apprenticeship agreement or assess any other disciplinary action as allowed in the Standards of Apprenticeship.

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I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE ABOVE RULES AND POLICIES AS PRESENTED HERE AND IN THE STANDARDS OF APPRENTICESHIP. I ACCEPT THE OBLIGATIONS OF APPRENTICESHIP THAT WILL ACCOMPANY THE APPROVAL AND ACCEPTANCE OF THIS APPLICATION.

I NOW AGREE THAT DURING THE TERM OF MY APPRENTICESHIP AGREEMENT, I WILL COMPLY WITH AND BE BOUND BY ALL APPLICABLE RULES AND REGULATIONS OF THE WASHINGTON STATE APPRENTICESHIP AND TRAINING COUNCIL AND ALL RULES, POLICIES, REGULATIONS AND AMENDMENTS THERE TO ADOPTED BY THE SEATTLE AREA ROOFERS APPRENTICESHIP PROGRAM AND THEIR APPLICABLE STANDARDS.

Apprentice's Signature

Date

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C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties

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- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.
- B. Program Operations (Chapter 296-05 WAC - Part C & D):
 1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.
 2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
- Authorization of Signature - as necessary

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- Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
 - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
 - Change of Status – within 30 days of action by committee, with copy of minutes
 - Journey Level Wage – at least annually, or whenever changed
 - Revision of Standards and/or Committee Composition - as necessary
 - RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
- Program name
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
- Additional credit
- Suspension (i.e. military service or other)

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- Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
 6. Hear and adjust all complaints of violations of apprenticeship agreements.
 7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.

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2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: **SEE ABOVE**

Program type administered by the committee: **GROUP JOINT**

The employer representatives shall be:

Ron Haight, Chairman
Haight Roofing Company
PO Box 70150
Seattle, WA 98107

Roger Vares
Crow Roofing & Sheet Metal
PO Box 33547
Seattle, WA 98133

Bill Dana
Division Seven Waterproofing, Inc.
PO Box 7386
Seattle, WA 98133

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The employee representatives shall be:

Pat Gilliland, Secretary
2800 First Avenue, Room 321
Seattle, WA 98121

Phil Mansfield
2800 First Avenue, Room 320
Seattle, WA 98121

Gregg Gibeau
2800 First Avenue, Room 320
Seattle, WA 98121

XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

Pat Gilliland, Coordinator
2800 First Avenue, Room 321
Seattle, WA 98121